



CITY OF KIRKLAND
PLANNING & COMMUNITY DEVELOPMENT
123 5th Avenue, Kirkland, WA 98033 425.587.3225
www.kirklandwa.gov

INSTRUCTIONS FOR FILING ACCESSORY DWELLING UNIT (ADU) APPLICATION

The following information must be submitted with the application:

1. A written description of the interior and exterior modifications that will be done to accommodate the accessory dwelling.
2. A completed Accessory Dwelling Unit Registration Application, including a site plan showing dwelling location, showing setbacks from all property lines, location of ADU if detached from principal unit, location of parking on site to serve the primary unit and the accessory unit, dimensions of parking spaces, and elevation drawing showing ADU if detached, as well as all changes to principal unit, including indication of all entrances to primary and accessory units.
3. If necessary, a completed Building Permit application.
4. A signed Affidavit of Owner - Occupancy.
5. A complete legal description of your property.
6. Fees:

Planning and Building Department Review*
Recording fee for Affidavit of Owner Occupancy

* Not required if processed concurrently with a Building Permit application.

Additional information may be required.



ACCESSORY DWELLING UNIT REGISTRATION APPLICATION

SUBMITTAL DATE

PERMIT/PLAN NO.

ADU

Property Address: _____ Zip Code: _____

ADU Address (if existing): _____

Property Owner: _____ Daytime Phone: _____

Mailing Address: _____ e-mail address: _____

City, State, Zip: _____

King County Property Tax Account No.: _____

Is there an existing accessory dwelling unit (ADU) on the property? ☐ Yes ☐ No

Construction of original residence was completed in the year _____

Will an addition or alteration be necessary to create an accessory unit? ☐ Yes ☐ No

Does proposal involve construction of a unit detached from the primary residence? ☐ Yes ☐ No

Does proposal involve conversion or addition to a detached garage? ☐ Yes ☐ No

If yes, when was garage originally constructed? _____

Total square footage of residences on your property, including accessory unit (exclude only garages, sheds or outbuildings): _____

Square footage of accessory unit only: _____

Total square footage of all other structures on site (tool sheds, garages, greenhouses, etc.): _____

How many off-street parking spaces, including those in a garage, currently exist on the site? _____

Where will the entrance to the accessory dwelling unit be located? _____

ACCESSORY DWELLING UNIT (ADU) REQUIREMENTS:

(See Section 115.65 of the Kirkland Zoning Code for complete regulations)

1. One accessory unit is permitted as subordinate to a single-family dwelling. An ADU may be within or detached from the principal dwelling unit.
2. The primary unit or the accessory unit must be owner occupied.
3. The accessory unit cannot exceed 40% of the total area of the principal residence and the ADU combined.
4. The size of a detached ADU may not exceed 800 square feet. The total area of all detached accessory structures on your property may not exceed 1,200 square feet plus 10% of the lot area that exceeds 7,200 square feet.
5. The number of residents of the ADU and the principal dwelling unit combined must not exceed five unrelated individuals.
6. One off-street parking space, in addition to the two required for the primary unit, must be provided for the ADU.
7. The primary entrance to the ADU must be clearly secondary to the main entrance of the principal unit.
8. The accessory unit must meet health and safety standards in all applicable codes, with a possible exception for ceiling height (see 115.65.5.i of the Kirkland Zoning Code).
9. An accessory unit may not be subdivided or otherwise segregated in ownership from the principal dwelling unit.
10. Any property located in the WDI or WDIII zones which develops an ADU must provide public pedestrian access consistent with standards in Sections 30.15.020.SR2 and 30.35.020.SR2. for attached or stacked dwelling units.

I certify that I am the owner of this residence and have read the requirements listed above, as well as Section 115.65.5 of the Kirkland Zoning Code. I also certify that the information I have given is correct and that I now comply and will continue to comply with all the above-listed requirements.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

FOR OFFICE USE ONLY

Planning Dept.

☐ Approved

☐ Denied

Building Dept.

☐ Approved

☐ Denied

Signed: _____

Date: _____

Signed: _____

Date: _____

Separate entrance? ☐ Yes ☐ No

ADU address: _____

Owner's Signature

Co-Owner's Signature



AFFIDAVIT OF OWNER – OCCUPANCY

I understand that in order to establish an accessory dwelling unit in the City of Kirkland, the property owner must reside in either the principal dwelling unit or the accessory dwelling unit. In other words, the property must be owner-occupied, per Section 115.65.5.b of the Kirkland Zoning Code.

“Owner-occupied” means the primary and permanent dwelling place of a person who has an ownership interest in it. This person lives in such dwelling despite temporary absences, intends it to be his or her legal residence, and intends to return despite temporary stays elsewhere.

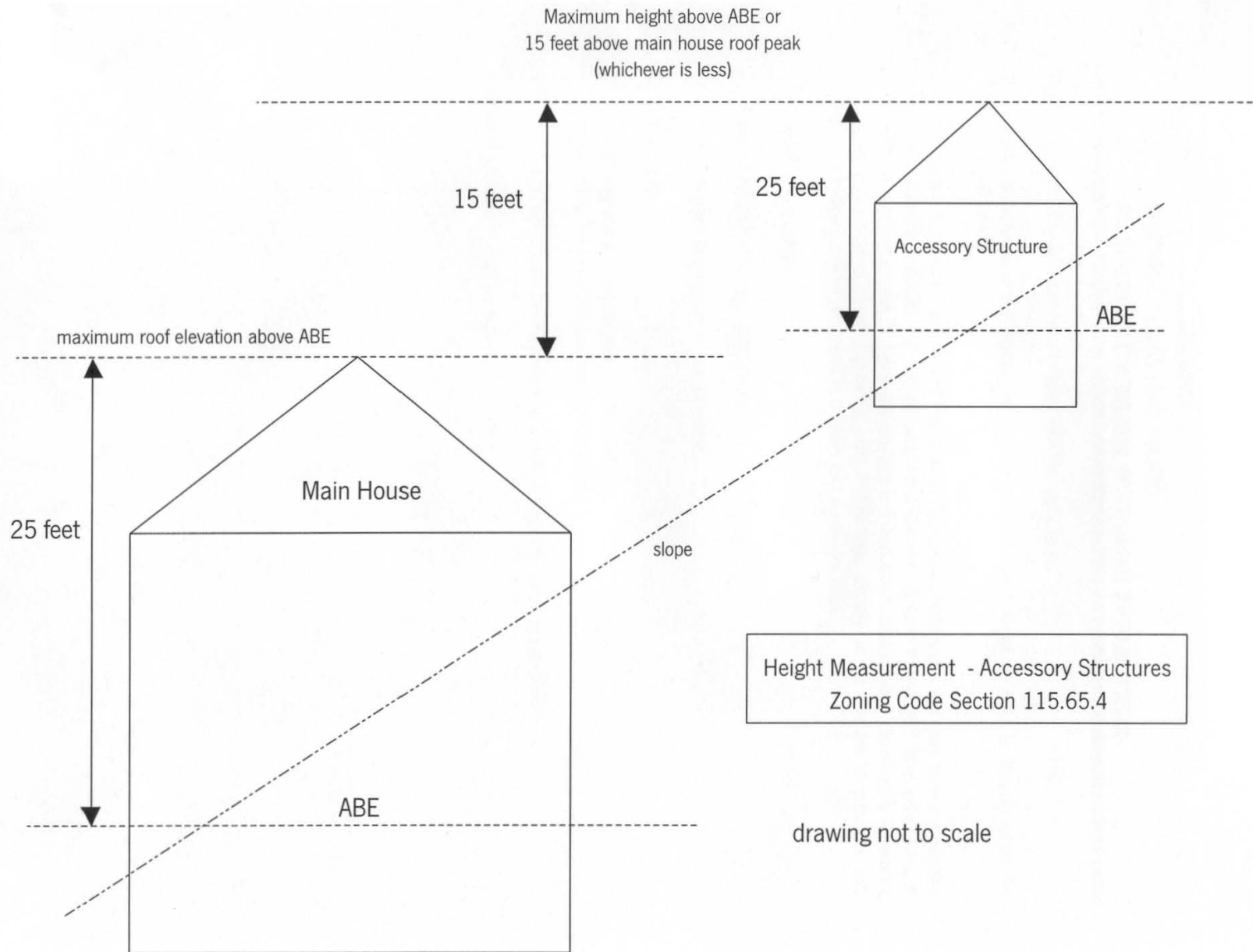
I hereby acknowledge compliance with the owner-occupancy provisions of the Kirkland Zoning Code, Section 115.65.5.b, Accessory Dwelling Units.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature of Applicant

Applicant (Print full name)

170.25 - Penalty for Violations: In addition to all other penalties provided elsewhere in the Kirkland Zoning Code, each owner of a structure who maintains or permits an accessory unit therein in violation of any provision of Section 115.65.5, shall be subject to a civil penalty in the amount of one hundred dollars (\$100) per day, for each day the violation is allowed to persist after receiving notice thereof from the Code Enforcement Officer



PROPERTY LEGAL DESCRIPTION